Menu and Tabs

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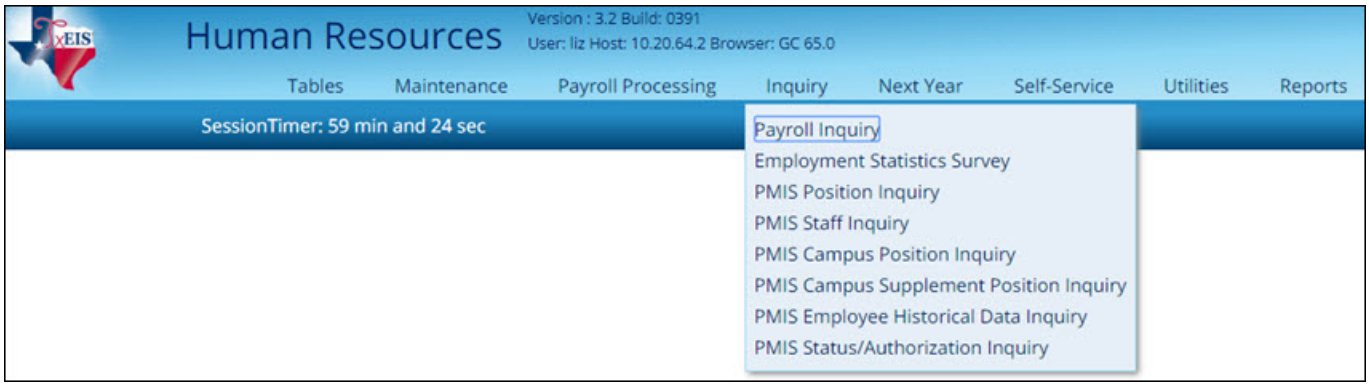
From the application home page, select a main menu item (e.g., Tables, Maintenance, Inquiry, etc.). The available sub-menu options are displayed and continue to be displayed until the main menu is selected again, or another menu item is selected.

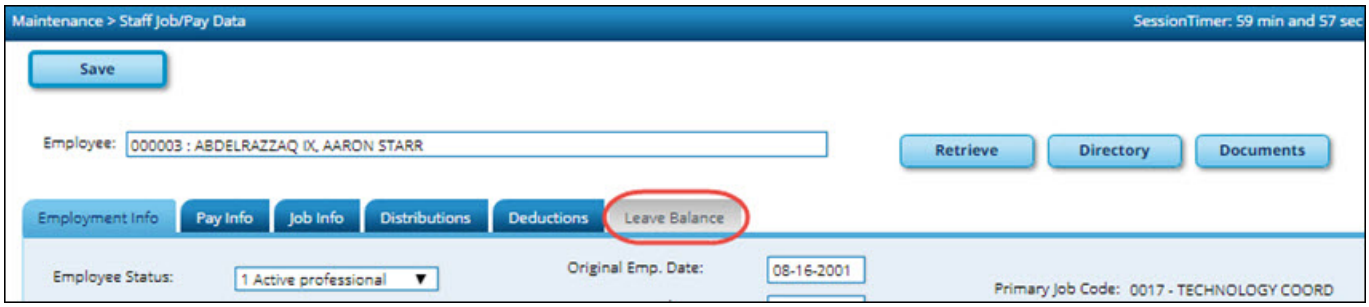


Select the desired menu option to display the desired page.

Many pages consist of multiple tabs. Click the tab to be displayed. You will notice a difference in font color. A selected tab displays a light blue tab with dark blue font, and an unselected tab displays a darker blue tab with white font.

If a tab is disabled (grayed out), you may not have security permission to access the tab, the tab may not be available in the setting (year or pay frequency) to which you are logged on, or a process on another tab may need to be performed before the tab is enabled.

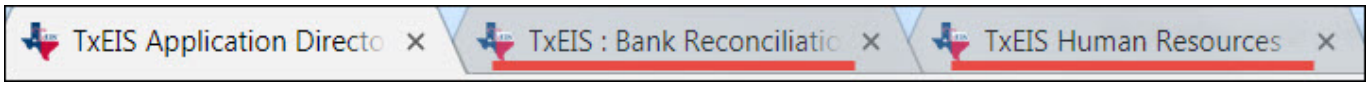
For example, the Leave Balance tab is disabled when a user is logged on to a next year pay frequency.



Application Tabs

Open applications are set up to displayed as tabs so you can easily navigate from one application to

another.



If you have multiple applications open, you can navigate to an open application without exiting from any one application by selecting the associated tab located at the top of the page.

Note: The session timer operates separately for each application, so you may receive a session time out message from one application while you are in another application.

Please review the Session Timers section for more information about setting up session timers.

Multiple pages (i.e., menu items) cannot be displayed within an application. When a new menu selection is made, the current page is no longer displayed. If data modifications are made on the page and the changes are not saved, an unsaved data warning message is displayed. You can select to leave the page without saving the changes or remain on the page to continue making changes or save the changes on the page.